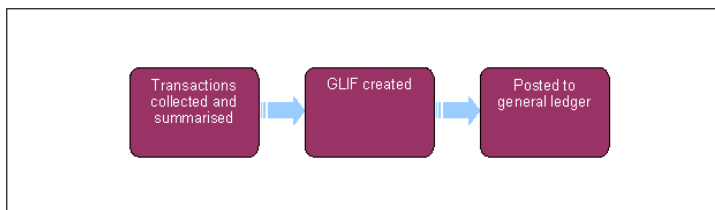


## GLIF Posting

This procedure is for information only and explains the steps the system takes to post transactions from BaNCS to the Sage general ledger (GL).

This action is an automated process which is the responsibility of the client funds accounting team (CFAT).


The general ledger interface file (GLIF) is automatically produced. This file represents a summary of every financial transaction that has occurred in BaNCS for that day. The file is uploaded to Sage and posted as a journal entry in the GL.



### Transactions collected and summarised

This is for information only and explains steps taken by the system.

1. BaNCS collects all the financial transactions for the operating day and summarises them. Non cash transactions including 1993 / 2003 Scheme arrears are summarised into daily totals for each general ledger (GL) cost centre/account code combination. For cash transactions, subtotals of payment and receipt types are created.

 Receipt and payment types are designed to be as close as possible to types which will appear on the bank statement.

 GL cost centres:

- 1000 – GB future scheme
- 2000 – GB residuary body
- 3000 – NI future scheme
- 4000 – NI residuary body
- 5000 – Employer

In Sage cost centres are referred to as Site Codes.

### GLIF file created

2. Once the transactions are summarised BaNCS creates a general ledger interface file (GLIF).
3. The GLIF file is exported to a file landing area.

### Posted to general ledger

4. Sage picks the GLIF file up from the landing area and posts it as a journal entry into the GL.